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10 OCT 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Security Significant Accomplishments - FY 1969

1. This memorandum is for your information only.

2. The attached annual report highlights the principal accomplishments and activities of the Office of Security for the Fiscal Year 1969.

[redacted] 25X1

for Howard J. Osborn
Director of Security

Attachment

Distribution:
Orig. & 1 - Adse.
1 - D/Security
1 - EPD File
1 - Chrono
OS/EPD: [redacted]

GROUP 1
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OFFICE OF SECURITY

SIGNIFICANT ACCOMPLISHMENTS

FISCAL YEAR 1969

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OFFICE OF SECURITY

SIGNIFICANT ACCOMPLISHMENTS - FY 1969

1. GENERAL MANAGEMENT

Executive and Planning

(a) USIB Security Committee

The Computer Security Working Group was established as a permanent Security Committee Subcommittee of USIB in November 1968 and is chaired by a CIA representative. The Subcommittee has identified specific problem areas in ADP environment and is acting upon them according to priority and ease of resolution.

(b) National Military Information Disclosure Policy Committee (NDPC)

Furnished support to an NDPC Security Survey Team scheduled for on-site review of the security systems of [redacted] 25X1

(c) Savings

(1) Through a review of excess property listings, necessary equipment valued at $39,170 was secured at no additional cost to the Government.

(2) Saved 140 man-hours of work by the use of EAM machines for inventorying electric office equipment.

(d) Reindoctrination Program

The Security Reindoctrination Program III was incorporated into the monthly "CIA Review Course" given by OTR to [redacted] 25X9

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(e) Briefings

Professional Security Officers from the various OS components afforded briefings in a variety of Security subjects as outlined below:

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[ ] personnel entering on duty

employees attended the 6 hour Security Indoctrination Program

individuals on an ad hoc basis

summer employees on Security orientation

dependent wives accompanying their Agency spouses overseas

Agency overseas assignees on Hostile Audio Surveillance

Headquarters personnel on the Emergency Evacuation Force

overseas assignees on the care, maintenance and repair of security equipment, including the use of emergency destruction devices

Special Technical briefings to COS Seminars, Support Services Review Course, NSA Crypto School, ORD, [ ] the DCI and their Staffs

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The Safety Branch conducted briefings and tours for the local fire departments having jurisdiction at the Headquarters Building complex, and arrangements were made with the McLean Volunteer Fire Department to provide coverage for 17 helicopter landings at the Headquarters helistop.

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Representatives of the Special Security Center briefed numerous officials in compartmented intelligence clearances at the White House, Vice-President's Office, National Security Council, President's Foreign Intelligence Advisory Board, President's Scientific Advisory Committee, Office of Science and Technology, Bureau of the Budget, and at

[redacted] 25X6

(f) Special Security Support

Security support in the compartmented intelligence field was provided to President Nixon's Staff prior to the Presidential Inauguration in January 1969; to former President Johnson in connection with the transfer of official records to the Johnson Library in Austin, Texas; to the [redacted] 25X

25X1 [redacted] to the Attorney General of the United States, the U.S. Ambassador to the UN and the Under Secretary of the Air Force.

(g) Administrative Support

1. Suggestion Awards

Twenty-four suggestions were presented to the Agency Incentive Awards Committee resulting in eleven implemented for cash awards totaling $3,500 with six suggestions in a pending status.

2. Quality Step Increase

A total of 63 Quality Step Increase Awards were granted to OS Career Service personnel.

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3. Training

(1) Employee enrollments in OTR courses numbered 79 while 76 OS personnel attended external training courses at such institutions as Harvard University and the Armed Forces Staff College.

(2) Individually tailored training plans were executed for 52 OS Careerists.

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2. PERSONNEL SECURITY

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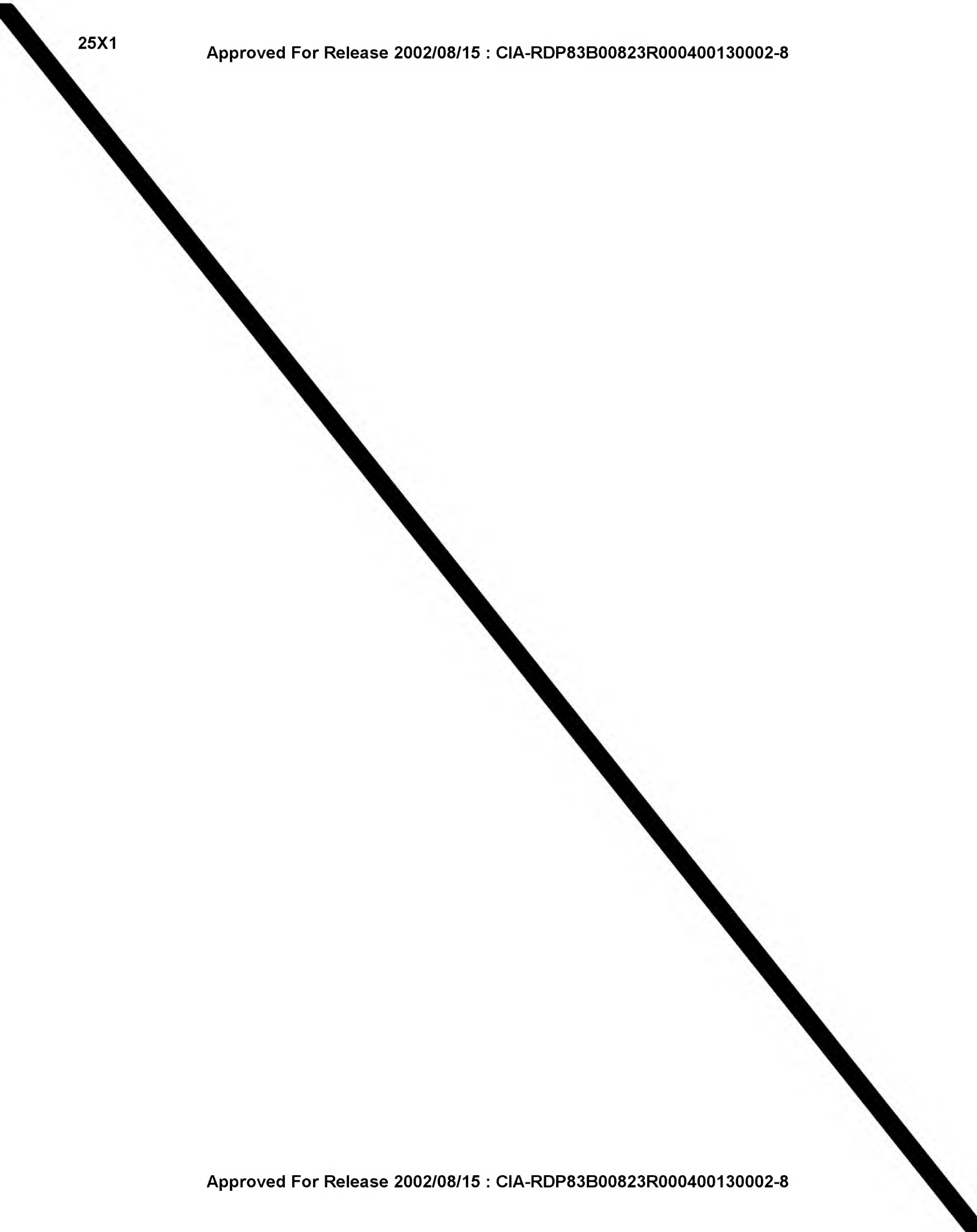

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f. [redacted] "Limitations on Outside Activities," was redrafted to include recent Agency policy and procedures related to public appearances and writing for publication.

g. [redacted] "Risk of Hijacking in Commercial Air Travel," was revised to provide employees with the benefit of hijacking experiences and guidance related to this threat.

h. Statistics

Security personnel in FY 1969 received and processed:

[redacted]	Staff Applicant Cases
	Other Field Investigation Type Cases
	Industrial Security Cases
	Contact Cases
	Facility Access Authorization Cases
	Clearance Certifications
	Transfer & Reassignment Actions
	Special Clearance Actions

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3. PHYSICAL SECURITY

[redacted]

c. Safety Branch

(1) The Safety Branch, by Executive Directive, completed a comprehensive report on the Agency's Safety Program, for the President. The report reflected that the estimated total cost for injuries, fires and motor vehicle accidents was in excess of 2 million dollars for Calendar Year 1968.

(2) Personnel of the 67th Ordnance Detachment, Fort Lesley J. McNair, were escorted on three tours of the Headquarters Building and grounds in order to familiarize these individuals with Building interior, terrain, etc., to permit appropriate action in the event that a suspect package or explosive device is discovered. SOP's were prepared by both the 67th Ordnance Detachment and the Safety Branch. As a further protective measure, approximately 175 Security Officers attended a briefing given by the Commanding Officer, 67th Ordance Detachment, on safety procedures to be followed upon discovery of a suspect package.

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(3) Training was given to selected security officers and other personnel being assigned PCS overseas in various types of tear gas devices, gas masks and oxygen breathing equipment; in the preparation and containment and extinguishment of Molotov cocktails; resuscitation and other forms of safety and fire fighting.

d. Perimeter Security and Safety

(1) A comprehensive plan for the deployment of closed circuit TV in the Headquarters compound was developed. The [redacted] camera coverage will be monitored in the U.S. Special Police alarm center and displayed in the Security Command Center. In the spring, bids were requested and a contract for equipment and installation was signed on 30 June 1969.

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(2) In November 1968 a Guard Post was activated at Gate #4 (West Lot) to expedite the flow of traffic from the Headquarters compound. During rush hours West Lot traffic may now exit through Bureau of Public Roads property to Route 193 which has significantly reduced the congestion at Gate #1 during the morning and evening rush hours.

(3) Portable closed-circuit television systems were established at Gates #1 and #3 to provide a capability to monitor the area in the event of an emergency or civil disorder.

e. Badging

Initial arrangements were made in June 1969 to have all Agency employees rephotographed by November 1969 in connection with a proposed overall rebadging program.

f. White House Support

In support of President Nixon's visit to the Headquarters Building on 7 March 1969, the Office of Security provided personnel, credentials and communications in order to ensure safety and security on that occasion.

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4. TECHNICAL SECURITY

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a. [redacted]

Eleven USIB agencies were represented in the courses of instruction with 138 students participating. Of this number 43 students were employees of CIA.

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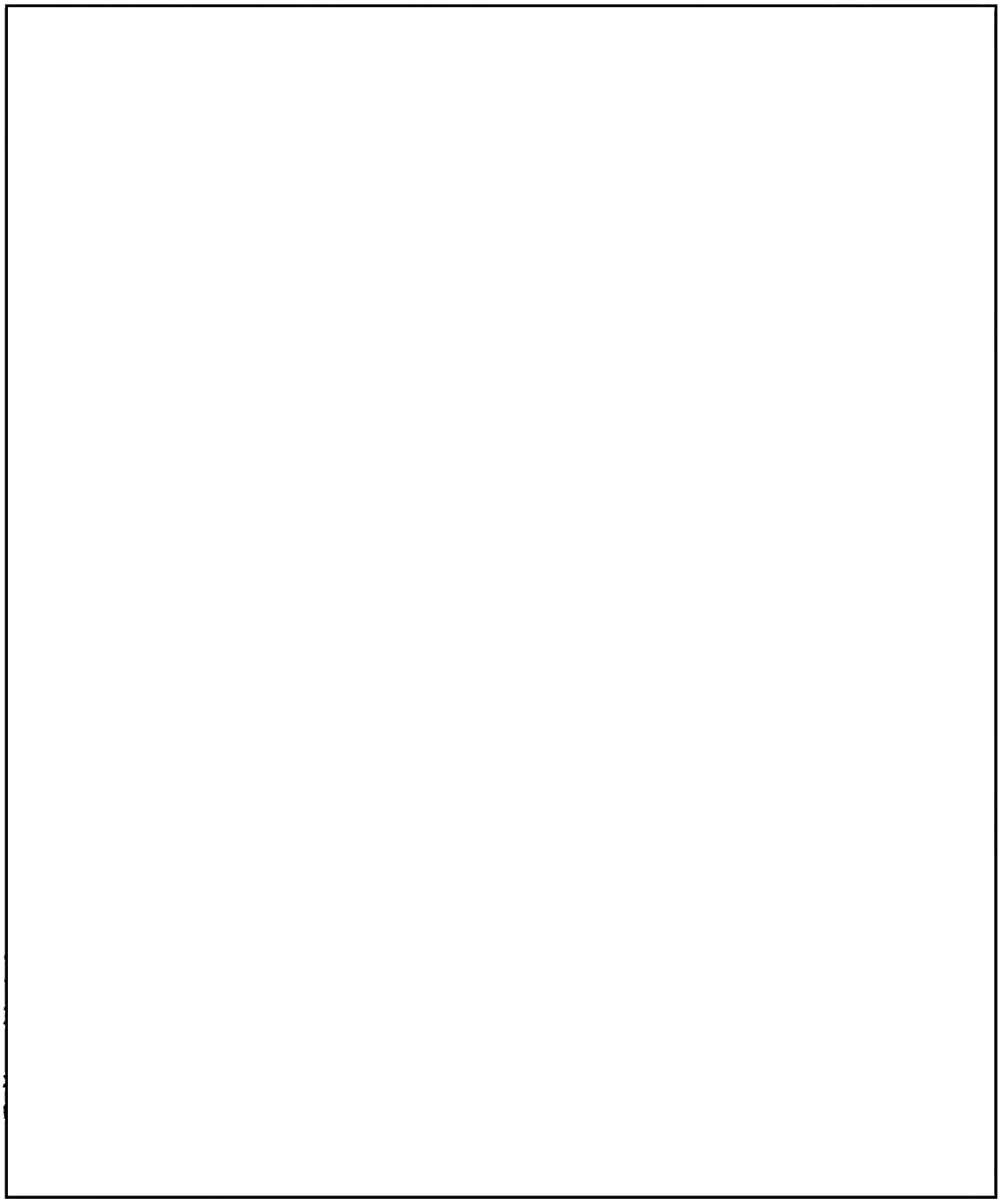
5. OVERSEAS SECURITY SUPPORT



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g. With the activation of OSSD in October 1968 Office of Security overseas TDY travel was coordinated to ensure maximum utilization of such personnel.

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6. INVESTIGATIONS

a. Delineation of Clearance Responsibility in Contract Employee Cases

In order to eliminate confusion that had previously existed in other components of the Agency regarding processing channels for Contract Employee clearances, ID initiated action culminating in an agreement within the Office of Security whereby ID will handle all Contract Employee-Type B (External) cases emanating from DD/P elements, and PSD will handle Type B (External) cases from non-DD/P components, as well as all Type A (Internal) cases.

b. Revision of the Agents Manual

A revision of the Agents Manual was substantially completed during FY 1969. When published in early FY 1970, the revised Manual will provide Field Agents with essential up-to-date information concerning investigative and administrative matters.

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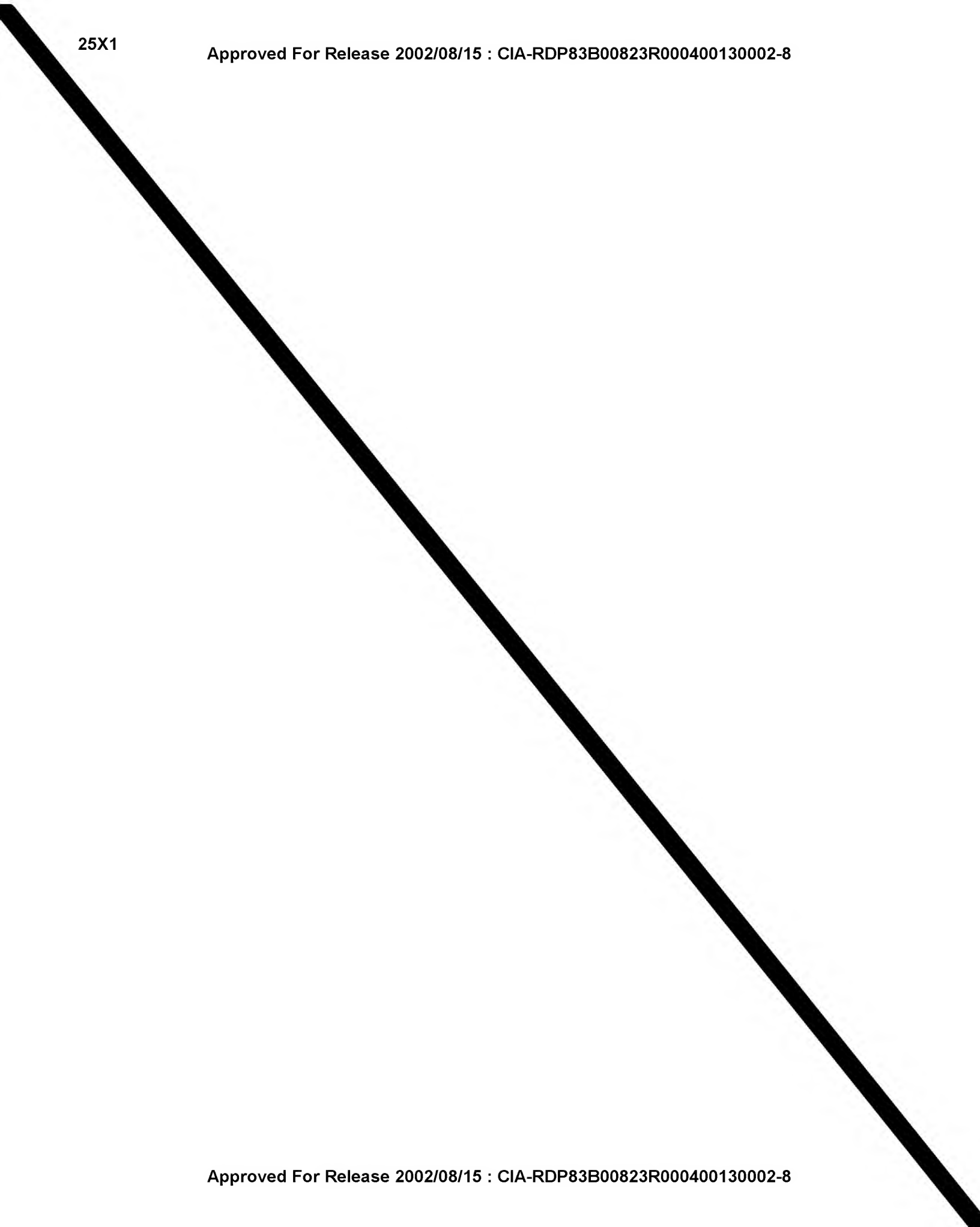

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7. OPERATIONAL SUPPORT

[redacted]

b. Protection for Agency Recruiters

Support to help protect Agency recruiters against harassment and picketing by demonstration groups increased during the fiscal year. As a result, in spite of a general increase in campus disturbances, Agency recruiters experienced fewer embarrassing confrontations than in previous years.

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[redacted]

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9. AUTOMATION AND RECORDS

a. The CIA - Fort Holabird Data Communications System became operational in May 1969, enabling CIA and the Defense Central Index to exchange National Agency Check inquiries in machine language and process same by computer search methods.

b. The Office of Personnel was assisted in preparing data for a newly created ADP system for contract personnel (PERCON), involving searching and reviewing approximately 3,500 names and files to identify security file numbers, type and date of last security operational approval and country of birth.

c. Security personnel completed 106,934 requests from other Federal Agencies for name checks which resulted in 9,110 positive results. Of the number of requests received 11,379 requests were transmitted via the newly established teleprocessing link between CIA and Fort Holabird (DOD/NACC) during the final six months of the fiscal year. During this same period 7,041 "no record" responses were transmitted to NACC.

d. Security records personnel added 9,254 new names to the Special Compartmented Clearance (SPECLE) index in the Compartmented Information Branch (CIB) to bring the total number of persons on record to 83,708. Action was also initiated to obtain a remote access capability for the SPECLE index so as to eliminate wasteful duplication of compartmented indices and to centralize all clearance records into a single index system that will service all of the internal requirements of the Agency.

e. Statistics

During FY 1969 Office of Security record personnel completed the following:

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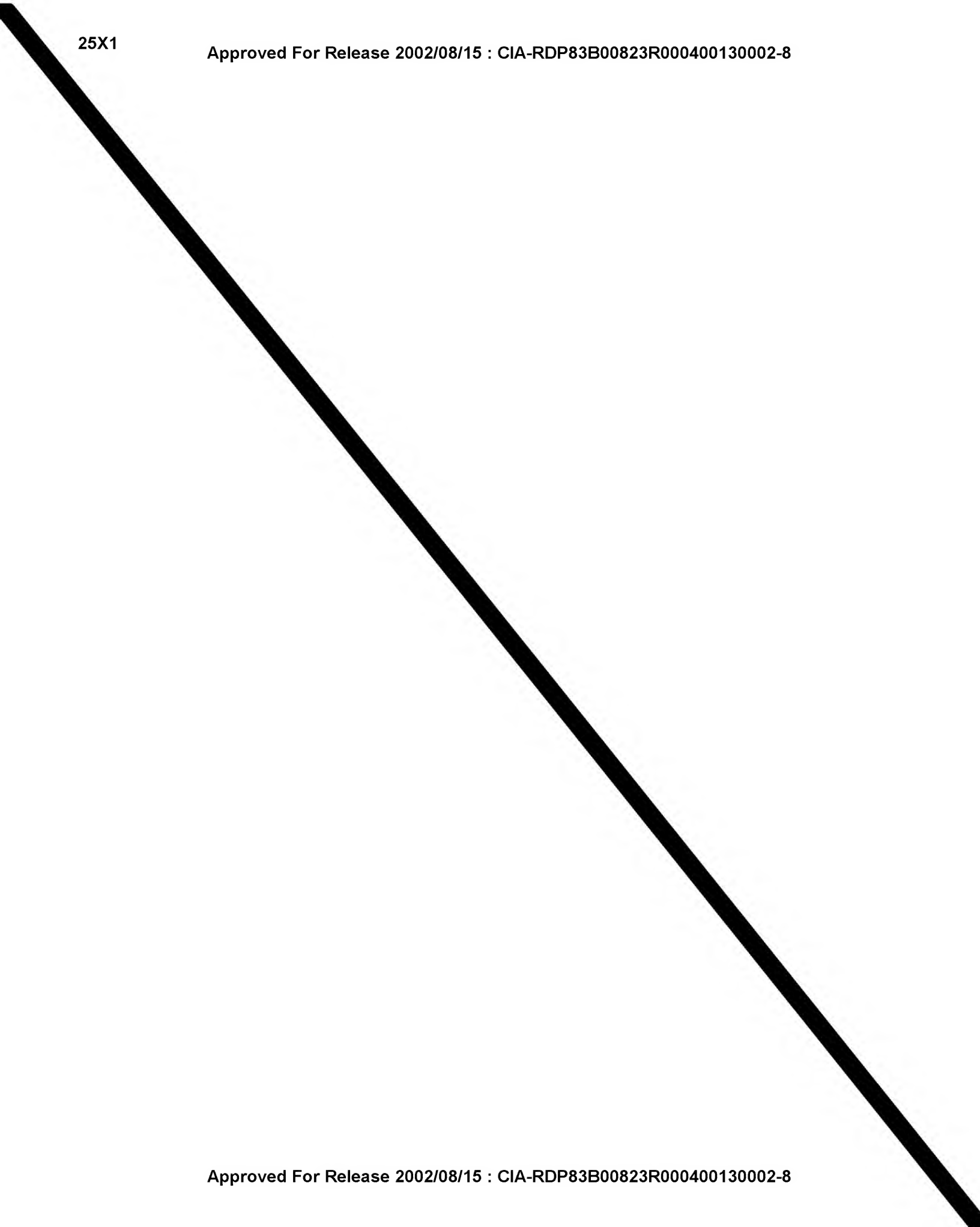

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f. Automatic Data Processing

(1) The Office of Security has continued to monitor the activities of several governmental groups concerned with the security problems involved in the use of modern information processing techniques. These groups include USIB, COMIREX, the Defense Science Board Task Force for Time-Sharing System Security, and those involved in the COINS Network.

(2) The OS Computer Security Program has developed substantially during FY 1969 both in program planning and manpower allocation. The Special Assistant to the Director of Security for Automatic Data Processing is being redesignated as the Chief, Information Processing Branch and has been assigned two additional professional security officers. It is anticipated that another professional security officer with basic system programming experience will be added in the near future.

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